

Position Vacancy

Student Intern

OPEN TO: Undergraduate/Graduate students (**non-U.S. citizen students**)
POSITIONS: Student Intern (Education USA and Youth Outreach Programs/Social Media Assistant /Volunteer)
OPENING DATE: October 24, 2014
CLOSING DATE: November 25, 2014
WORK HOURS: Part-time, minimum 16 hours/week
LENGTH OF HIRE: 6 months / January 2015 through June 2015

The Cultural Affairs Office is seeking one to four undergraduate/graduate students, resident in the greater Tokyo area, for an unpaid internship.

U.S. citizen students must apply through the State Department Student Internship Program:
<http://careers.state.gov/intern/student-internships>

MAJOR DUTIES:

- Assist in planning and implementing social media campaigns
- Weekly update of ConnectUSA contents, using HTML
- Write monthly social media reports in English
- Develop off-line program/event ideas targeting young Japanese audiences to foster understanding of American people, culture, and policies on social issues and to promote study in the United States
- Research, identify, and report on new, potentially amenable student groups, inter-college groups, professors, and activities
- Assist with organizing the America EXPO and other American college fairs
- Maintain student, teacher, and other key contact information
- Attend programs and assist staff with writing event reports, taking photos, and shooting video clips
- Other duties as assigned

QUALIFICATIONS REQUIRED:

1. Good knowledge of American culture, U.S.-Japan relations, international issues and politics, and social issues
2. Experience in organizing programs/events and working with sponsors, cooperate companies, and organizations
3. Experience studying in the United States for at least one year or strong interest in studying in the United States and working knowledge of US university system
4. Active user of social media including Facebook, Twitter, LINE, and YouTube
5. Experience in editing websites using basic HTML coding

6. Knowledge of Photoshop and Illustrator
7. Knowledge of Microsoft Office (Excel, Word, and Power Point)
8. Native fluency in Japanese and functional business level of English (**TOEIC= 730, TOEFL(iBT)=80 , or Eiken= Pre 1st grade)
9. Willingness to take initiatives, learn new skills, and meet challenges
10. Good people skills and willingness to work in a multicultural environment
11. Excellent communication skills (verbal and written)
12. Ability to meet deadlines

* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>.

ADDITIONAL SELECTION CRITERIA:

1. All candidates for this position must submit their applications in English.
2. Applications must be received by the closing date.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Application form (DS-174/Read-only file/Form is available at <http://japan2.usembassy.gov/e/info/tinfo-jobs.html>)
2. Copy of transcript from your undergraduate/graduate school
3. Language proficiency test score
4. Statement of interest in Japanese and English (Typed/Form is available at <http://japan2.usembassy.gov/e/info/tinfo-jobs.html>)

SUBMIT APPLICATION TO:

Human Resources Office, U.S. Embassy Tokyo

Address: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420

Fax: 03-3224-5818